



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 21-39		
Business Title: Property Manager		State Classification: Property Manager II
Salary Group: B19	Salary: \$4,583.34 (month) \$55,000.08 (year)	Hours/Week: 8:00 am – 5:00 pm, M – F*
Location: 1711 San Jacinto, Austin, Texas 78753		
Posting Date: 04/09/2021	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: n/a	Openings: 1
Division: Facilities and Maintenance Operations		Program: Property Management

To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

*Must be able to work flexible hours during a legislative session and as needed.

* May be required to work hours other than normally-scheduled work hours. Will be required to maintain radio or cellular phone contact 24/7.

JOB SUMMARY:

Performs complex (journey-level) property management work for a portfolio of state-owned facilities. Work involves managing and coordinating property operations, maintenance, and administrative functions. May train, lead, and/or prioritize the workload of others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- ◆ Serves as property manager for a large facility, or a complex of facilities, that are within the agency's inventory.
- ◆ Communicates extensively with tenant agency representatives in person and via phone and email in a customer service capacity to provide maintenance request status, project updates, and all other matters affecting them.
- ◆ Develops and maintains professional working relationships with tenants.
- ◆ Schedules and conducts quarterly meetings with tenants to discuss concerns and solutions.
- ◆ Plans, schedules, and coordinates general maintenance, major repairs, and remodeling or construction projects.
- ◆ Inspects properties to ensure that they are safe and to determine where repairs or maintenance are needed. Conducts regular property inspections of facilities including interior, exterior, roof, basement, and mechanical areas.
- ◆ Participates in meetings with project managers and contractors to coordinate large-scale deferred maintenance and capital improvement projects in occupied spaces.
- ◆ Maintains records of property agreements, general maintenance, major repairs, and remodeling or construction projects.
- ◆ Liaises with maintenance technicians and supervisors to ensure accurate and timely resolution of maintenance requests.
- ◆ Ensures all agency policies and procedures, pertinent laws and regulations are met, including the Americans with Disabilities Act (ADA), Texas Department of Licensing and Regulation (TDLR), Fire Code, and the TFC Tenant Manual.
- ◆ Develops and evaluates policies and procedures; monitors compliance.
- ◆ Adheres to agency and division policies and procedures; answers telephone and other inquiries regarding policies and procedures.
- ◆ Orders building and maintenance supplies, equipment
- ◆ May solicit bids for maintenance contractors.
- ◆ May participate in the selection of contractors.
- ◆ May train, lead, and/or prioritize the workload of others.
- ◆ Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- ◆ Graduation from an accredited four-year college or university with major course work in business administration, communications, or a related field.
- ◆ Three (3) years of experience in commercial or residential property management.
- ◆ Education and experience may be substituted for one another on a year-for-year basis.



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- ◆ Valid State of Texas Class "C" driver's license.

PREFERRED QUALIFICATIONS:

- ◆ Building Owners and Managers Association (BOMA), Real Property Administrator (RPA), or Facilities Management Administrator (FMA) certification.
- ◆ Institute of Real Estate Management (IREM), Certified Property Manager (CPM) certification.

KNOWLEDGE, SKILLS & ABILITIES:

- Extensive knowledge of the principles and practices of property management.
- Working knowledge of ADA, TDLR, Fire Code, TFC Tenant Manual.
- Working knowledge of construction practices, including inspections and repairs.
- Knowledge of agency's policies and procedures, state administrative rules.
- Knowledge of administrative practices and procedures.
- Skill in the use of personal computers and applicable programs, applications, and systems, including email, word processing, and database software.
- Skill in coordinating technical activities with contractors.
- Skill in managing and working in a team environment.
- Skill in using effective organizational and planning methods.
- Ability to establish goals and objectives; and to develop and evaluate policies and procedures.
- Ability to coordinate the work of others.
- Ability to maintain effective working relationships with peers, agency personnel, tenants, and the general public.
- Ability to provide customer service.
- Ability to supervise the work of others.
- Ability to communicate effectively, both orally and in writing.
- Ability to walk for several hours at a time, climb ladders, navigate construction sites, and climb stairs.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of Logistics, Chief Warrant Officer-Staff Corps, Administrative, Support Services and Scientific, Engineering, 13 Engineer, Construction, Facilities, and Equipment, 3E Support-Civil Engineering, 3D Support, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf

Incomplete applications will not be considered.

Conditions of Employment:

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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Office 512-463-3433



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Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 14473041

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